

MINUTES

Executive Board



Senator Brock L. Greenfield, Chair
Representative G. Mark Mickelson, Vice Chair
Representative Spencer Hawley, Ranking Minority Member

**Fourth Meeting, 2018 Interim
Monday, July 02, 2018**

**Room 413 – State Capitol
Pierre, South Dakota**

The fourth meeting of the Executive Board for the 2018 Interim was called to order by Senator Brock L. Greenfield at 11:00 a.m. in room 413 of the State Capitol with all members participating via telephone. A quorum was determined with the following members answering the roll call (via phone): Senators Jim Bolin, Jeffrey Partridge, Jim Stalzer, and Billie H. Sutton; Representatives Hugh Bartels, Steven Haugaard, Lee Qualm, Tim Reed, and Mike Stevens; Representative Spencer Hawley, Ranking Minority Member; and Senator Brock L. Greenfield, Chair. Excused: Senators R. Blake Curd, Kris Langer; Representatives Spencer Gosch and G. Mark Mickelson.

Staff members present included Jason Hancock, Director; Sue Cichos, Deputy Director; Doug Decker, Code Counsel; David Ortbahn, Chief Analyst for Research; Scott Darnall, Information Technology Manager; Jason Simmons, Principal Fiscal and Program Analyst; Jeff Mehlhaff, Senior Fiscal and Program Analyst; Lucas Martin, Fiscal and Program Analyst; Ariel Hammerquist, Fiscal and Program Analyst (via phone); and Cindy Tryon, Senior Legislative Secretary.

NOTE: For purpose of continuity, the following minutes are not necessarily in chronological order. Also, all referenced documents distributed at the meeting are attached to the original minutes on file in the Legislative Research Council office. This meeting was webcast live. The archived webcast is available at the LRC website at sdlegislature.gov.

Approval of Minutes

A motion was made by Representative Stevens, seconded by Representative Hawley, to approve the minutes of the May 21, 2018, Executive Board meeting. Motion prevailed on a roll call vote with 11 voting AYE, 4 EXCUSED. Voting AYE: Bolin, Partridge, Stalzer, Sutton, Bartels, Haugaard, Qualm, Reed, Stevens, Hawley, and Greenfield. EXCUSED: Curd, Langer, Gosch, and Mickelson.

Lean Training Contracts for DOC and BOA

Mr. Jason Hancock, Director, presented information regarding the contract proposals for Lean training for the Department of Corrections (DOC) and the Bureau of Administration (BOA). LRC received six proposals for each contract. Review teams were established to review and score the proposals, and make recommendations for the Executive Board's consideration. The review teams recommended the proposal submitted by Re-engine for the DOC Lean training ([Document #1](#)), and the proposal submitted by QPIC for the BOA Lean training ([Document #2](#)).

Senator Partridge explained the need for the Lean training, saying when someone tries to make changes to a process on their own, the response is most often, "This is the way we've always done it." The Lean training reinforces the person's reasoning for making changes. The Lean process is intended to find efficiencies in state government. It is not uncommon for a Lean study to save 40% to 50% in steps, time, and/or money.

Representative Haugaard suggested speaking to agency heads about the framework of the Lean study so the agencies know what may be expected in the future.

A motion was made by Senator Partridge, seconded by Senator Bolin, to authorize the LRC Director to transfer up to \$204,255 from the legislative priority program contingency fund to the LRC for the purpose of contracting for Lean training for the Department of Corrections and Bureau of Administration if the legislative branch's regular appropriation is inadequate to pay the cost. Motion prevailed on a roll call vote with 11 voting AYE, 4 EXCUSED. Voting AYE: Bolin, Partridge, Stalzer, Sutton, Bartels, Haugaard, Qualm, Reed, Stevens, Hawley, and Greenfield. EXCUSED: Curd, Langer, Gosch, and Mickelson.

Director Hancock shared copies of the draft contracts, the first contract is with Re-engine for the DOC Lean training ([Document #3](#)) and the second contract is with QPIC for the BOA Lean training ([Document #4](#)).

Program Evaluations Scope and Work Plan

Mr. Jason Simmons, Principal Fiscal and Program Analyst, and Lucas Martin, Fiscal and Program Analyst, said one of the topics selected for review in the new program evaluation process is Dakota at Home, a service of the Department of Human Services (DHS). Mr. Simmons presented the evaluation scope including the questions that will be a part of the review ([Document #5](#)). Dakota at Home is a free information and referral service designed to assist in finding healthcare options available in the client's community. Programs like this are available in almost every other state, which assists the program evaluation team to find data determining best practices.

Senator Partridge commented that proceeding with the program evaluation reviews is the next step for the appropriations process, and these reviews will be of great assistance to the Joint Committee on Appropriations (JCA). The questions found in the scope of work are the types of questions to which the JCA needs answers

A motion was made by Representative Hawley, seconded by Representative Stevens, to approve the Dakota at Home scope of work and work plan as presented. Motion prevailed on a roll call vote with 11 voting AYE, 4 EXCUSED. Voting AYE: Bolin, Partridge, Stalzer, Sutton, Bartels, Haugaard, Qualm, Reed, Stevens, Hawley, and Greenfield. EXCUSED: Curd, Langer, Gosch, and Mickelson.

Ms. Ariel Hammerquist, Fiscal and Program Analyst, and Mr. Jeff Mehlhaff, Senior Fiscal and Program Analyst, presented the second topic selected for review which is South Dakota Drug Courts, a program of the Unified Judicial System (UJS). Ms. Hammerquist presented the evaluation scope including the questions that will be a part of the review ([Document #6](#)). Drug Courts are specially designed to reduce criminal recidivism and substance abuse while increasing the likelihood of successful rehabilitation.

Senator Bolin said the drug courts are reputed to be very effective and this program review can verify that reputation.

A motion was made by Representative Hawley, seconded by Senator Partridge, to approve the Drug Courts scope of work and work plan as presented. Motion prevailed on a roll call vote with 11 voting AYE, 4 EXCUSED. Voting AYE: Bolin, Partridge, Stalzer, Sutton, Bartels, Haugaard, Qualm, Reed, Stevens, Hawley, and Greenfield. EXCUSED: Curd, Langer, Gosch, and Mickelson.

Mental Health Interim Study Committee Meeting Dates

Senator Greenfield said that Senator Soholt, Chair of the Mental Health Interim Study Committee, had contacted him regarding the possible need for the committee to have five, maybe six meetings. Senator Soholt had asked if the committee needs approval from the Executive Board to hold the additional meetings. Senator Greenfield said the need for additional meetings is acceptable, as long as they stay within their budget.

Director Hancock said the committee should be able to stay within budget if conducting five meetings. The committee does plan to meet in different areas of the state and that could minimally increase the funding needs. If additional funding is needed, the Executive Board can act on the request at a later time.

Other Business

Representative Qualm asked if an exit interview is conducted when an LRC staff person resigns. Director Hancock said, other than employees retiring, he does offer to have a conversation with all staff members who leave the LRC.

Representative Qualm said perhaps a committee of legislators should conduct exit interviews and asked that the Executive Board discuss this topic at the next Executive Board meeting. Senator Greenfield said the topic will be placed on the August agenda.

Adjourn

A motion was made by Representative Qualm, seconded by Senator Bolin, that the Executive Board be adjourned. The motion prevailed unanimously on a voice vote.

The Board adjourned at 12:00 p.m.